Student's Name
Student's Address
City, State, Zip Code

DATE

Individual's Name
Individual's Address
City, State, Zip Code

Dear Mr/Ms/Mrs Name of Individual,

This letter is a formal appeal to you for help with the tuition fees for continuing my college education. I have received $5,000 from my college as financial aid, and this was enough while I had a part-time job. However, my father has become disabled due to a heart attack, and since I am his only child, I need to give him care in the mornings and evenings. This is why I had to quit my job.

I did not apply for student loans, because I was able to meet my expenses and didn't want to go into debt. Now, it is too late to apply for a loan. I have also contacted my college financial aid office for help, but they declined to increase my aid this year.

I will continue to apply for grants and scholarships as well as financial aid from my college for next year, but am requesting you to help me through this difficult time, so I don't have to drop out of college.

Enclosed you'll find a copy of my bank statement and proof of the financial aid I am getting from the college as well as the letter stating that they can't help me more this year.

Thank you for the time and consideration you have given my situation. I would be happy to discuss the amount I need and am willing to be flexible. I hope to hear from you soon. I can be reached at 555-123-4567 or at Name@email.com.

Sincerely,

Signature of Student
Printed Name of Student
List of Enclosures